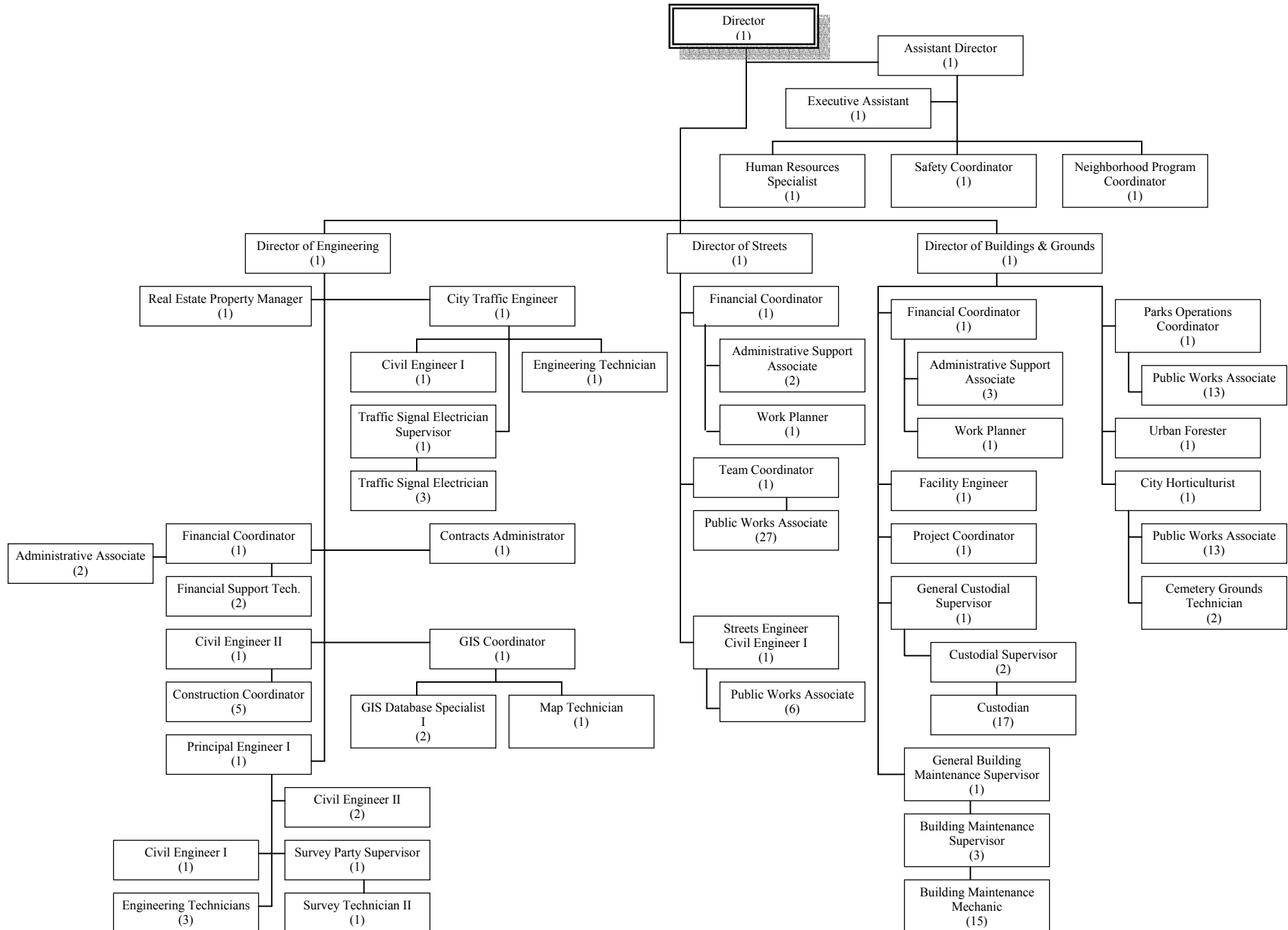




## PUBLIC WORKS





## Public Works

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	159	158	162	158	158
<b>Total FTE Positions</b>	<b>159</b>	<b>158</b>	<b>162</b>	<b>158</b>	<b>158</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$5,289,823	\$5,671,656	\$5,737,549	\$5,565,987	\$5,630,705
<b>Employee Benefits</b>	1,475,868	1,657,416	1,906,062	1,883,950	1,844,394
<b>Contractual Services</b>					
Maintenance and Repair Services	408,754	492,875	421,942	421,942	421,942
Janitorial Services	134,817	144,413	185,603	185,603	185,603
Highway/Street Services	2,026,435	1,010,000	1,370,000	1,360,000	1,227,282
Mechanical Maintenance and Repair Services	40,473	9,949	25,340	25,340	25,340
Professional Services	52,649	20,100	51,702	16,702	51,702
Advertising and Printing/Binding Services	8,915	9,080	7,030	7,030	7,030
Software Purchases and IT Consulting	13,664	121,660	92,323	92,323	92,323
Refuse Disposal and Pest Control Services	27,227	33,112	35,119	35,119	35,119
Investigation Services	1,546	900	1,250	1,250	1,250
Onsite Training	4,500	15,716	15,900	15,900	15,900
Uniform Rental and Laundry Services	38,414	42,729	44,629	44,629	44,629
Arial Flight Services	228,907	7,250	209,650	9,650	9,650
<b>Internal Services</b>					
Fleet Services Charges	785,444	836,676	868,105	862,105	861,105
<b>Other Charges</b>					
Materials and Supplies	131,569	123,367	140,528	139,678	139,678
Awards and Recognition	5,774	2,581	3,050	3,050	3,050
Grounds Maintenance Supplies	116,924	129,232	135,482	135,482	135,482
Engineering/Drafting Supplies	440	6,500	5,600	5,600	5,600
Food and Dietary Supplies	30,859	10,815	14,400	0	14,400
Traffic Maintenance Supplies	176,879	238,000	246,000	223,000	246,000
Trash Tags	701	700	0	0	0
Minor Equipment/Tools/Furniture	61,173	46,599	140,978	68,978	68,978
Chemicals/Gases	139,175	75,800	75,950	74,800	74,800
Maintenance and Repair Materials	565,771	469,936	536,257	522,248	522,248
Gas/Diesel - Private Company	2,148	2,350	2,050	2,050	2,050
Electricity	558,252	638,942	644,642	644,642	644,642
Water and Sewer	54,812	84,751	83,551	83,551	83,551
Electricity - Street Lights	726,420	767,000	790,000	790,000	790,000
Natural Gas	118,427	140,873	171,784	156,284	156,284
Travel and Training	35,762	39,512	45,850	45,850	45,850
Communications - Telecommunications	27,915	31,670	20,683	20,683	20,683
Communications - Postage and Mailing Service	1,678	2,195	1,935	1,935	1,935
Dues and Memberships	7,621	3,654	8,674	8,674	8,674
Courtesies to Guests	1,909	350	200	200	200
Miscellaneous Other Charges	8,019	1,000	5,500	1,000	1,000
<b>Rental and Leases</b>	49,462	49,650	49,650	49,650	49,650
<b>Capital Outlay</b>	2,887	66,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$13,362,013</b>	<b>\$13,005,009</b>	<b>\$14,298,054</b>	<b>\$13,524,885</b>	<b>\$13,488,729</b>
Less Revenues from Sale of GIS Products	(3,357)	(4,000)	(4,000)	(4,000)	(4,000)
Less Revenues from State	(7,067,166)	(6,095,400)	(6,418,168)	(6,418,168)	(6,418,168)
Less Engineering Service Charges	(533,658)	(501,824)	(518,818)	(518,818)	(518,818)
Less Revenues from Human Services Building	0	(18,595)	(35,000)	(35,000)	(35,000)
<b>TOTAL CITY COST</b>	<b>\$5,757,832</b>	<b>\$6,385,190</b>	<b>\$7,322,068</b>	<b>\$6,548,899</b>	<b>\$6,512,743</b>



**Public Works Administration.** Overall planning, leadership and guidance to the Department are provided by Office of the Director. In addition, human resource management, neighborhood coordination, operational safety and administrative support are services provided to the Department's Divisions.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	7	6	6	6	6
<b>Total FTE Positions</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$327,280	\$314,641	\$335,228	\$335,228	\$335,228
<b>Employee Benefits</b>	90,686	88,954	105,623	105,623	102,971
<b>Contractual Services</b>					
Maintenance and Repair Services	0	70	70	70	70
Printing and Binding Services	104	200	500	500	500
Advertising and Public Relations Services	11	900	0	0	0
Miscellaneous Contractual Services	15	2,716	2,900	2,900	2,900
<b>Internal Services</b>					
Fleet Services Charges	1,967	2,277	2,427	2,427	2,427
<b>Other Charges</b>					
Office Supplies	1,951	2,635	3,100	3,100	3,100
Subscriptions, Books and Publications	1,624	1,824	1,815	1,815	1,815
Audiovisual and Safety Supplies	2,487	2,678	3,000	3,000	3,000
Awards and Recognition	5,774	2,531	3,000	3,000	3,000
Food and Dietary Supplies	750	315	500	0	500
Minor Equipment/Tools/Furniture	4,169	0	0	0	0
Travel and Training	5,945	6,162	8,300	8,300	8,300
Communications - Telecommunications	1,006	797	1,141	1,141	1,141
Communications - Postage and Mailing Service	217	185	200	200	200
Dues and Memberships	1,022	669	669	669	669
Courtesies to Guests	0	100	0	0	0
Miscellaneous Other Charges	79	0	0	0	0
<b>TOTAL</b>	<b>\$445,087</b>	<b>\$427,654</b>	<b>\$468,473</b>	<b>\$467,973</b>	<b>\$465,821</b>

#### **Public Works Administration Budget Description**

The Proposed FY 2005 Public Works Administration budget of \$467,973 represents a 4.1% increase of \$18,520 as compared to the Amended FY 2004 budget of \$449,453.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$19,105 increase in Salaries and Benefits reflecting the restructuring of the Administrative Manager position to Assistant Director of Public Works.

The Division requested \$468,473.

Major items requested not proposed for funding include:

- ◆ \$500 reduction in Food and Dietary Supplies.

The Proposed FY 2005 Public Works Administration budget was adopted with the following changes:

- ◆ \$500 reinstatement of Food and Dietary Supplies funding.
- ◆ \$2,652 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



***Public Works Buildings and Grounds – Building Maintenance.*** Performs custodial services, preventative maintenance and emergency repair of approximately one million square feet of City-owned buildings, parking decks and structures located in parks and stadiums. Some of the equipment maintained by the Division includes HVAC, electrical and plumbing systems, lock and key services as well as carpentry services. Building Maintenance maintains all athletic field lighting, fencing, pavilions and playground equipment located at City Stadium and parks throughout the City. The Division is responsible for (1) the opening, closing and repair of the pool located in Miller Park; (2) moving furniture and equipment for City departments as requested; (3) delivering mail to City Council and providing support in preparation for Council meetings; (4) providing support for special events; and (5) sidewalk snow removal at City buildings as well as providing other services during emergency situations. The Division also provides support to the Registrar's Office during elections by delivering and setting up voting booths and other items needed on Election Day.

**Public Works Buildings and Grounds – Building Maintenance**

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	46	44	44	44	44
<b>Total FTE Positions</b>	<b>46</b>	<b>44</b>	<b>44</b>	<b>44</b>	<b>44</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$1,200,432	\$1,293,094	\$1,252,894	\$1,220,894	\$1,220,894
<b>Employee Benefits</b>	376,891	416,601	459,793	459,793	450,537
<b>Contractual Services</b>					
Software Maintenance Services	3,790	5,102	5,102	5,102	5,102
Communications Maintenance and Repair Services	0	1,000	1,000	1,000	1,000
Building Maintenance and Repair Services	144,268	142,133	142,799	142,799	142,799
Janitorial Services	92,408	85,232	117,504	117,504	117,504
Mechanical Maintenance and Repair Services	10,960	8,764	16,039	16,039	16,039
Medical/Dental/Pharmacy/Laboratory Services	87	1,700	1,702	1,702	1,702
Printing and Binding Services	137	80	80	80	80
Advertising and Public Relations Services	440	150	200	200	200
Refuse Disposal Services	17,253	19,573	19,573	19,573	19,573
Pest Control Services	5,475	5,309	5,419	5,419	5,419
Investigation Services	45	250	250	250	250
Uniform Rental and Laundry Services	13,804	11,725	11,725	11,725	11,725
<b>Internal Services</b>					
Fleet Services Charges	27,658	28,038	30,770	30,770	30,770
<b>Other Charges</b>					
Forms and Stationery	960	500	500	500	500
Office Supplies	2,046	2,500	2,500	2,500	2,500
Custodial Supplies	28,157	26,500	26,500	26,500	26,500
Apparel/Protective Wear	4,880	3,500	6,900	6,900	6,900
Audiovisual, Subscriptions, Books and Publications	911	300	300	300	300
Safety Supplies	3,071	3,080	3,080	3,080	3,080
Grounds Maintenance Supplies	118	0	0	0	0
Food and Dietary Supplies	204	800	800	0	800
Trash Tags	701	700	0	0	0
Minor Equipment/Tools/Furniture	9,929	4,699	10,334	10,334	10,334
Chemicals/Gases	477	700	700	700	700
Building Maintenance and Repair Supplies	352,034	202,023	291,009	277,000	277,000
Mechanical Maintenance and Repair Supplies	627	500	627	627	627
Gas/Diesel - Private Company	140	150	150	150	150
Electricity	378,589	392,430	392,430	392,430	392,430
Water and Sewer	29,333	33,251	33,251	33,251	33,251
Natural Gas	109,628	80,779	110,000	110,000	110,000
Travel and Training	4,658	5,400	5,400	5,400	5,400
Communications - Telecommunications	12,425	16,600	7,530	7,530	7,530
Communications - Postage and Mailing Service	61	70	70	70	70
Dues and Memberships	150	80	80	80	80
<b>Rental and Leases</b>	3,703	4,300	4,300	4,300	4,300
<b>TOTAL</b>	<b>\$2,836,450</b>	<b>\$2,797,613</b>	<b>\$2,961,311</b>	<b>\$2,914,502</b>	<b>\$2,906,046</b>



***Public Works Buildings and Grounds – Building Maintenance Operating Expenses Budget Description***

The Proposed FY 2005 Public Works Building Maintenance budget of \$2,914,502 represents a 1.9% increase of \$55,543 as compared to the Amended FY 2004 budget of \$2,858,959.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$15,000 increase in funding reflecting a request for maintenance and utilities for the new senior center on Wiggington Road.
- ◆ \$24,000 increase in funding reflecting a request to contract exterior window washing annually for 13 City buildings.

The Division requested \$2,961,311.

Major items requested not proposed for funding include:

- ◆ \$32,000 reduction in overtime.
- ◆ \$800 reduction in Food and Dietary Supplies.
- ◆ \$14,009 reduction in Building Maintenance and Repair Supplies.

The Proposed FY 2005 Public Works Building Maintenance budget was adopted with the following changes:

- ◆ \$800 reinstatement of Food and Dietary Supplies funding.
- ◆ \$9,256 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Public Works Human Services Building.** The Division of Buildings and Grounds provides building maintenance and utilities for the Human Services Building at 822 Commerce Street. This sub-department is used to track maintenance and utility expenditures for the purposes of state reimbursement.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	0	2	2	2	2
<b>Total FTE Positions</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$0	\$43,285	\$44,828	\$42,328	\$42,328
<b>Employee Benefits</b>	0	13,105	15,487	15,487	15,256
<b>Contractual Services</b>					
Building Maintenance and Repair Services	0	25,330	5,504	5,504	5,504
Janitorial Services	0	11,300	11,555	11,555	11,555
Mechanical Maintenance and Repair Services	0	708	801	801	801
Refuse Disposal Services	0	3,500	3,605	3,605	3,605
Pest Control Services	0	400	412	412	412
Uniform Rental Services	0	600	600	600	600
<b>Other Charges</b>					
Custodial Supplies	0	19,000	19,000	19,000	19,000
Safety Supplies	0	300	300	300	300
Building Maintenance and Repair Materials	0	40,000	15,000	15,000	15,000
Electricity	0	76,312	76,312	76,312	76,312
Water and Sewer	291	7,500	5,500	5,500	5,500
Natural Gas	648	55,500	55,500	40,000	40,000
Communications - Telecommunications	0	600	600	600	600
<b>TOTAL</b>	<b>\$939</b>	<b>\$297,440</b>	<b>\$255,004</b>	<b>\$237,004</b>	<b>\$236,773</b>
Less Revenues from Human Services	0	(18,595)	(35,000)	(35,000)	(35,000)
<b>TOTAL CITY COST</b>	<b>\$939</b>	<b>\$278,845</b>	<b>\$220,004</b>	<b>\$202,004</b>	<b>\$201,773</b>

### **Budget Description**

The Proposed FY 2005 Public Works Human Services Building budget of \$237,004 represents a 17.8% decrease from the Amended FY 2004 of \$288,364.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$43,000 decrease in funding reflecting a reduction in maintenance contracts and building supplies.
- ◆ \$3,000 increase in funding reflecting a request to upgrade a Custodian II to a Custodian III to lead the work of the custodians in the Human Services Building.

The Division requested \$255,004.

Major items requested not proposed for funding include:

- ◆ \$2,500 reduction in overtime.
- ◆ \$15,500 reduction for Natural Gas.

The Proposed FY 2005 Public Works Human Services Building budget was adopted with the following change:

- ◆ \$231 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



***Public Works Buildings and Grounds – Parks and Grounds Maintenance.*** Provides grounds maintenance for all City property except school property (over 700 acres). Includes weed and leaf removal, mowing, landscaping, sodding, planting, pruning and seeding as well as fertilizer and pesticide application. The contract forestry service maintains street trees and trees located on other public property. The City's annual flower/spring bulb program is carried out within this work unit.

All athletic fields at the City's parks, recreational facilities and the City Stadium are maintained to regulation. Provides maintenance and repairs to all recreation buildings and equipment. During winter months, personnel assist in the maintenance of fences, posts, benches, playground equipment, tables and other equipment located in the City parks and in snow removal. Personnel provide support for festivals and maintain bikeways and hiking trails.

**Public Works Buildings and Grounds – Parks and Grounds Maintenance**

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	32	32	33	32	32
<b>Total FTE Positions</b>	<b>32</b>	<b>32</b>	<b>33</b>	<b>32</b>	<b>32</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$1,035,077	\$1,167,989	\$1,190,033	\$1,137,689	\$1,137,689
<i>Employee Benefits</i>	273,175	314,156	361,924	353,567	346,729
<i>Contractual Services</i>					
Maintenance and Repair Services	203,327	238,308	244,811	244,811	244,811
Medical/Dental/Pharmacy/Laboratory Services	420	400	0	0	0
Advertising and Printing/Binding Services	1,254	500	500	500	500
Refuse Disposal and Pest Control Services	4,337	3,730	5,510	5,510	5,510
Uniform Rental and Laundry Services	10,740	17,229	17,229	17,229	17,229
<i>Internal Services</i>					
Fleet Services Charges	268,752	309,119	296,041	290,041	290,041
<i>Other Charges</i>					
Forms, Stationery and Office Supplies	4,426	3,800	3,800	3,800	3,800
Custodial Supplies	2,906	3,850	3,850	3,850	3,850
Apparel/Protective Wear	7,042	6,000	11,048	11,048	11,048
Audiovisual, Subscriptions, Books and Publications	1,110	300	300	300	300
Safety Supplies	13,877	12,100	14,000	14,000	14,000
Grounds Maintenance Supplies	114,118	127,582	133,832	133,832	133,832
Food and Dietary Supplies	1,864	1,800	1,800	0	1,800
Minor Equipment/Tools/Furniture	24,051	19,000	105,444	33,444	33,444
Chemicals/Gases	254	100	250	250	250
Building Maintenance and Repair Materials	50,692	45,313	47,221	47,221	47,221
Mechanical Maintenance and Repair Materials	1,965	3,000	3,000	3,000	3,000
Gas/Diesel - Private Company	1,871	1,700	1,700	1,700	1,700
Electricity	112,294	101,200	106,400	106,400	106,400
Water and Sewer	25,188	44,000	44,800	44,800	44,800
Natural Gas	8,151	4,594	6,284	6,284	6,284
Travel and Training	3,658	4,450	4,450	4,450	4,450
Communications - Telecommunications	3,548	2,940	1,867	1,867	1,867
Communications - Postage and Mailing Service	288	500	500	500	500
Dues and Memberships	603	275	275	275	275
Miscellaneous Other Charges	1,405	1,000	5,500	1,000	1,000
<i>Rental and Leases</i>	0	500	500	500	500
<b>TOTAL</b>	<b>\$2,176,393</b>	<b>\$2,435,435</b>	<b>\$2,612,869</b>	<b>\$2,467,868</b>	<b>\$2,462,830</b>
Less Revenues from Adopt-A-Bed Flower Program	0	(6,000)	(6,000)	(6,000)	(6,000)
Less Revenues from State	(869,289)	(873,803)	(912,256)	(912,256)	(912,256)
<b>TOTAL CITY COST</b>	<b>\$1,307,104</b>	<b>\$1,555,632</b>	<b>\$1,694,613</b>	<b>\$1,549,612</b>	<b>\$1,544,574</b>



***Public Works Buildings and Grounds – Parks and Grounds Maintenance Operating Budget Description***

The Proposed FY 2005 Public Works Parks and Grounds Maintenance budget of \$2,467,868 represents a 0.2% decrease of \$4,630 as compared to the Amended FY 2004 budget of \$2,472,498.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$110,000 increase in funding reflecting a request for a 6 yard refuse truck, a Public Works Associate (PWA), fleet maintenance costs and tipping fees to improve the efficiency of trash removal in recreational facilities.

The Division requested \$2,612,869.

Major items requested not proposed for funding include:

- ◆ \$60,701 reduction in Salaries and Benefits due to not funding a Public Works Associate and reduction in overtime
- ◆ \$6,000 reduction in Fleet Services.
- ◆ \$1,800 in Food and Dietary Supplies.
- ◆ \$72,000 for a refuse truck.
- ◆ \$4,500 in Miscellaneous Charges.

The Proposed FY 2005 Public Works Parks and Grounds Maintenance budget was adopted with the following changes:

- ◆ \$1,800 reinstatement of Food and Dietary Supplies funding.
- ◆ \$6,838 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Public Works Engineering Division.** Provides a variety of professional and technical work relating to the physical development of the City. Responsible for the design, development, and supervision of construction projects for the City. Responsibilities include capital project planning for buildings, streets, water and sewer facilities, street and bridge maintenance programs. Monitors the need for various traffic control devices and street improvements. Reviews all street design improvements. Oversees the City's street lighting system and coordinates the signals at 110 intersections in the City. Maintains a close liaison with the Virginia Department of Transportation. Acquires and disposes of municipal real property for City use and manages City-owned property leases. The Director of Engineering also oversees the Geographic Information System and assists on the Technical Review Committee.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	31	31	31	31	31
<b>Total FTE Positions</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>BUDGET SUMMARY</b>					
<i>Salaries</i>	\$1,135,742	\$1,413,830	\$1,425,066	\$1,413,066	\$1,413,066
<i>Employee Benefits</i>	302,088	394,181	454,077	454,077	443,729
<i>Contractual Services</i>					
Maintenance and Repair Services	15,734	12,990	19,950	19,950	19,950
Professional Services	24,132	8,000	5,000	5,000	5,000
Advertising and Public Relations Services	3,634	2,000	1,500	1,500	1,500
Miscellaneous Contractual Services	26,724	14,800	17,125	17,125	17,125
<i>Internal Services</i>					
Fleet Services Charges	21,942	47,465	45,220	45,220	56,720
<i>Other Charges</i>					
Materials and Supplies	34,454	163,500	151,810	151,510	151,810
Minor Equipment/Tools/Furniture	450	500	2,500	2,500	2,500
Maintenance and Repair Materials	205	300	700	700	700
Electricity	65,973	67,500	68,000	68,000	68,000
Electricity - Street Lights	726,420	767,000	790,000	790,000	790,000
Travel and Training	11,166	10,000	14,700	14,700	14,700
Communications - Telecommunications	7,802	8,528	7,240	7,240	7,240
Communications - Postage and Mailing Service	1,027	1,100	950	950	950
Dues and Memberships	5,094	2,250	7,150	7,150	7,150
Courtesies to Guests	405	250	200	200	200
Miscellaneous Other Charges	4,616	0	0	0	0
<i>Rental and Leases</i>	40,914	40,000	40,000	40,000	40,000
<i>Capital Outlay</i>	0	38,000	0	0	0
<b>TOTAL</b>	<b>\$2,428,522</b>	<b>\$2,992,194</b>	<b>\$3,051,188</b>	<b>\$3,038,888</b>	<b>\$3,040,340</b>
Less Revenues from State (Highway Maintenance)	(800,000)	(993,780)	(1,002,307)	(1,002,307)	(1,002,307)
Less Engineering Service Charges	(533,658)	(501,824)	(518,818)	(518,818)	(518,818)
<b>TOTAL CITY COST</b>	<b>\$1,094,864</b>	<b>\$1,496,590</b>	<b>\$1,530,063</b>	<b>\$1,517,763</b>	<b>\$1,519,215</b>



***Public Works Engineering Division Operating Budget Description***

The Proposed FY 2005 Public Works Engineering budget of \$3,038,888 represents a 0.8% increase of \$23,284 as compared to the Amended FY 2004 budget of \$3,015,604.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$71,827 increase in Salaries and Benefits reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums.
- ◆ \$15,000 decrease in traffic maintenance supplies. In FY 2004, the division requested a budget to establish a supply inventory for maintaining opticom equipment.
- ◆ \$38,000 decrease in Capital Outlay of electronic and photographic equipment reflecting no requests for major equipment in FY2005.
- ◆ \$23,500 increase in upgrades for the street lighting light conversion program.
- ◆ \$2,000 increase in Minor Equipment reflecting the need for a computer upgrade for the construction engineer and specialty tools used by the traffic maintenance crew.
- ◆ \$6,960 increase in Mechanical Maintenance and Repair services reflecting contractual services for repairing traffic equipment.
- ◆ \$2,325 increase in miscellaneous contractual services reflecting increases in uniform rental expense and mandatory Miss Utility expenses.
- ◆ \$3,000 decrease in Legal Services relating to appraisals and right-of-way costs reflecting an estimation of lower costs in this category.
- ◆ \$8,382 increase in a variety of miscellaneous items reflecting changes in training, supplies and materials, dues and memberships, etc.

The Division requested \$3,051,188.

Major items requested not proposed for funding include:

- ◆ \$12,000 reduction in overtime.
- ◆ \$300 reduction in Food and Dietary Supplies.

The Proposed FY 2005 Public Works Engineering budget was adopted with the following changes:

- ◆ \$11,500 increase in Fleet Services to reconcile with Fleet Services projections.
- ◆ \$300 reinstatement of Food and Dietary Supplies funding.
- ◆ \$10,348 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Public Works Geographic Information System.** Provides graphical interface to land area within the City limits with topography, water, sewer, roads, structures and parcels. This system is used to support the Combined Sewer Overflow Program, Economic Development, private developers and various City departments for planning purposes.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	3	3	3	3	3
<b>Total FTE Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$97,494	\$111,437	\$119,424	\$111,424	\$111,424
<b>Employee Benefits</b>	29,545	34,106	40,090	40,090	39,180
<b>Contractual Services</b>					
Software Maintenance Series	78,725	63,000	50,000	50,000	50,000
Computer Hardware Maintenance	4,400	45,000	10,000	10,000	10,000
Software Purchases	964	8,000	5,000	5,000	5,000
IT Systems Consulting	0	105,000	80,000	80,000	80,000
Onsite Training	0	13,000	13,000	13,000	13,000
Aerial Flight Services	208,083	0	200,000	0	0
<b>Other Charges</b>					
Supplies and Materials	0	6,250	5,300	5,300	5,300
Travel and Training	6,744	10,500	10,000	10,000	10,000
<b>Capital Outlay</b>	2,887	28,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$428,842</b>	<b>\$424,293</b>	<b>\$552,814</b>	<b>\$344,814</b>	<b>\$343,904</b>
Less Revenues from Sale of GIS Products	(3,357)	(4,000)	(4,000)	(4,000)	(4,000)
<b>TOTAL CITY COST</b>	<b>\$425,485</b>	<b>\$420,293</b>	<b>\$548,814</b>	<b>\$340,814</b>	<b>\$339,904</b>

#### **Budget Description**

The Proposed FY 2005 Public Works GIS budget of \$344,814 represents a 61.9% decrease of \$561,803 as compared to the Amended FY 2004 budget of \$906,617.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$8,000 increase in wage reflecting the need for additional personnel to assist with data updates from new flights.
- ◆ \$13,000 savings in Software Maintenance reflecting decreased prices.
- ◆ \$35,000 decrease in Hardware Maintenance reflecting the fact that maintenance costs have decreased as technology costs have decreased.
- ◆ \$25,000 decrease in IT systems consulting reflecting decreased costs in this category.
- ◆ \$200,000 increase in miscellaneous contractual services reflecting budget for aerial flights and data updates.
- ◆ \$8,000 decrease in the computer equipment category reflecting decreased prices in computer equipment.

The Division requested \$552,814.

Major items requested not proposed for funding include:

- ◆ \$8,000 reduction in wage.
- ◆ \$200,000 reduction in Aerial Flight Services

The Proposed FY 2005 Public Works GIS budget was adopted with the following change:

- ◆ \$910 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.



**Public Works Storm Water Permit Compliance Division.** Provides direction and oversees operations necessary for compliance with new permit requirements from the Federally mandated National Pollutant Discharge Elimination System (NPDES) Phase II program. This program has been authorized by the Clean Water Act and is administered through the Virginia Department of Environmental Quality (DEQ). The permit requires the City to comply with six minimum measures.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	0	0	0	1	0
<b>Total FTE Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$0	\$0	\$40,228	\$0	\$0
<b>Employee Benefits</b>	0	0	13,958	0	0
<b>Contractual Services</b>					
Software Maintenance Services	0	0	500	0	0
Legal Services	0	0	2,300	0	0
Architect/Engineering Services	0	0	100,000	0	0
Printing and Binding Services	0	0	5,100	0	0
Advertising and Public Relations Services	0	0	6,500	0	0
<b>Other Charges</b>					
Supplies and Materials	0	0	8,608	0	0
Travel and Training	0	0	500	0	0
Communications - Telecommunications	0	0	192	0	0
Communications - Postage and Mailing Service	0	0	2,000	0	0
Dues and Memberships			200		
<b>Capital Outlay</b>	0	0	3,000	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$183,086</b>	<b>\$0</b>	<b>\$0</b>

### **Budget Description**

The Proposed FY 2005 Public Works Storm Water Permit Compliance Division budget is not recommended for funding.

The Proposed FY 2005 Public Works Storm Water Permit Compliance Division budget was adopted without changes.



**Public Works Street Maintenance.** The program encompasses the administration and maintenance of approximately 847 lane miles of roadway, 340 lane-miles of shoulders and 181 miles of sidewalks. The administration includes functions such as budget control, staffing, planning, employee development and centralized processing of the core business personnel, payroll transactions and records. The maintenance is done by City street crews and private contractors through various types of patching and surface repairs, road shoulder maintenance and drainage maintenance. The traffic-maintenance program provides maintenance, fabrication and installation services for all regulatory and non-regulatory signs and pavement markings. Street sweeping and leaf collection are also considered core functions of the Streets Division. Nearly all functions of the Streets Division are eligible for full-reimbursement from the Virginia Department of Transportation (VDOT). Nearly one-third of the Streets Division's budget is to be used for contractual repairs and installations of sidewalks, guardrails and drainage fields and ditches.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>POSITION SUMMARY</b>					
City Funded	40	40	40	42	40
<b>Total FTE Positions</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>42</b>	<b>40</b>
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$1,338,610	\$1,284,380	\$1,285,076	\$1,260,076	\$1,285,076
<b>Employee Benefits</b>	391,837	393,023	462,565	448,810	439,489
<b>Contractual Services</b>					
Software Maintenance Services	10,707	5,100	5,000	5,000	5,000
Communications Maintenance and Repair Services	2,346	3,200	2,750	2,750	2,750
Highway/Street Services	2,026,518	1,000,000	1,360,000	1,302,000	1,227,282
Mechanical Maintenance and Repair Services	17,264	0	0	0	0
Fiscal Services	9,257	10,000	10,000	10,000	10,000
Architect/Engineering Services	18,753	0	35,000	35,000	35,000
Advertising and Public Relations Services	3,503	5,000	4,000	4,000	4,000
Uniform Rental Services	13,910	12,535	13,523	13,523	13,523
Miscellaneous Other Charges	17,802	0	0	0	0
<b>Internal Services</b>					
Fleet Services Charges	274,287	350,438	370,014	370,014	377,414
<b>Other Charges</b>					
Materials and Supplies	10,069	9,875	9,950	9,950	9,950
Safety Supplies	11,498	5,900	8,000	8,000	8,000
Grounds Maintenance Supplies	1,496	1,600	1,600	1,600	1,600
Food and Dietary Supplies	1,490	900	1,000	0	1,000
Traffic Maintenance Supplies	168,823	93,000	116,000	116,000	116,000
Minor Equipment/Tools/Furniture	19,918	21,700	22,000	22,000	22,000
Maintenance and Repair Materials	14,278	8,200	8,200	8,200	8,200
Streets Maintenance and Repair Materials	135,120	169,000	169,000	169,000	169,000
Travel and Training	3,698	3,500	3,100	3,100	3,100
Communications - Telecommunications	3,135	2,205	2,305	2,305	2,305
Communications - Postage and Mailing Service	85	325	200	200	200
Dues and Memberships	752	380	500	500	500
Courtesies to Guests	1,504	0	0	0	0
Miscellaneous Other Charges	1,901	0	0	0	0
<b>Rental and Leases</b>	4,655	4,700	4,700	4,700	4,700
<b>TOTAL</b>	<b>\$4,503,216</b>	<b>\$3,384,961</b>	<b>\$3,894,483</b>	<b>\$3,796,728</b>	<b>\$3,746,089</b>
Less Revenues from State	(3,142,299)	(2,154,306)	(2,338,846)	(2,338,846)	(2,338,846)
<b>TOTAL CITY COST</b>	<b>\$1,360,917</b>	<b>\$1,230,655</b>	<b>\$1,555,637</b>	<b>\$1,457,882</b>	<b>\$1,407,243</b>



***Public Works Street Maintenance Operating Budget Description***

The Proposed FY 2005 Public Works Street Maintenance budget of \$3,796,728 represents a 10.1% increase of \$349,537 as compared to the Amended FY 2004 budget of \$3,447,191.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$84,869 increase in Salaries and Benefits reflecting: \$24,000 for PWA salary increases scheduled to take effect between the submittal of this budget and June 30, 2004; and \$61,000 reflecting rising retirement contributions, health and dental insurance costs, as well as the end of the holiday for group life insurance premiums
- ◆ \$38,700 transfer of funds from the Temporary Wage code to the Full-Time Classified code and an increase of \$13,755 to the corresponding benefits codes for the addition of two Public Works Associate positions.
- ◆ \$360,660 increase in Highway/ Street Services to reflect the equal increase in revenues received from the Virginia Department of Transportation for the highway maintenance reimbursement program.
- ◆ \$35,000 increase in Engineering Services to fund hiring an outside firm to conduct inspections of all overhead signs and supporting structures that have not been carried out in approximately ten years.
- ◆ \$23,000 increase in Traffic Maintenance Supplies for the purchase of new breakaway sign posts. Approximately one quarter of this increase (\$5,500) is needed to just change over to the new poles (that is, to use the new poles for those poles we would have been replacing anyway with round or angle poles). The additional request (\$17,500) is needed to replace an additional 500 poles.

The Division requested \$3,894,483.

Major items requested not proposed for funding include:

- ◆ \$13,755 reduction in Salaries and Benefits due to not converting two wage Public Work Associates to full-time classified, and \$25,000 reduction in overtime spending.
- ◆ \$1,000 reduction in Food and Dietary Supplies.
- ◆ \$58,000 reduction in Highway/Streets Services for sign structure supports and breakaway sign posts.

The Proposed FY 2005 Public Works Street Maintenance budget was adopted with the following changes:

- ◆ \$25,000 increase in Salaries reflecting the reinstatement of overtime funding.
- ◆ \$9,321 decrease in Employee Benefits reflecting the continuation of the group life insurance premium holiday.
- ◆ \$1,000 reinstatement of Food and Dietary Supplies funding.
- ◆ \$7,400 increase in Fleet Services to reconcile with Fleet Services projections.
- ◆ \$74,718 reduction Highway/Street Services.



**Public Works Snow and Ice Removal.** The snow and ice removal program involves nearly all Public Works personnel and equipment to clear over 847 lane miles of City streets of snow, ice and slush. The City also maintains two salt barns capable of storing over 6,000 tons of rock salt. There is also a store of slag material and two 5,000-gallon liquid calcium chloride tanks.

The only labor expenses charged to this budget are those overtime costs directly associated with snow/ice removal operations. All non-overtime labor costs are charged to the regular, full or part-time wage code for the employees' home divisions.

For those accounts in which trends and averages would have been the prime factor for budget calculation, the budget has been set based on predictions of minimal snowfall for the year.

	Actual FY 2003	Adopted FY 2004	Department Requested FY 2005	Manager's Proposed FY 2005	Adopted FY 2005
<b>BUDGET SUMMARY</b>					
<b>Salaries</b>	\$155,188	\$43,000	\$85,000	\$45,282	\$85,000
<b>Employee Benefits</b>	11,646	3,290	6,503	6,503	6,503
<b>Contractual Services</b>					
Maintenance and Repair Services	32	10,000	10,000	0	0
Advertising and Public Relations Services	0	250	250	250	250
Miscellaneous Contractual Services	2,990	3,000	3,000	3,000	3,000
<b>Internal Services</b>					
Fleet Services Charges	190,836	99,339	123,633	123,633	103,733
<b>Other Charges</b>					
Supplies and Materials	1,638	1,425	1,425	575	575
Grounds Maintenance Supplies	1,192	50	50	50	50
Food and Dietary Supplies	25,458	6,100	10,000	0	10,000
Minor Equipment/Tools/Furniture	2,656	700	700	700	700
Chemicals/Gases	138,444	75,000	75,000	73,850	73,850
Maintenance and Repair Supplies	10,859	1,600	1,600	1,600	1,600
Utilities	1,396	1,500	1,500	1,500	1,500
Communications - Postage and Mailing Service	40	15	15	15	15
<b>Rental and Leases</b>	190	150	150	150	150
<b>TOTAL</b>	<b>\$542,565</b>	<b>\$245,419</b>	<b>\$318,826</b>	<b>\$257,108</b>	<b>\$286,926</b>
Less Revenues from State	(94,391)	(94,881)	(99,056)	(99,056)	(99,056)
<b>TOTAL CITY COST</b>	<b>\$448,174</b>	<b>\$150,538</b>	<b>\$219,770</b>	<b>\$158,052</b>	<b>\$187,870</b>



***Public Works Snow and Ice Removal Operating Budget Description***

The Proposed FY 2005 Public Works Snow and Ice Removal Division budget of \$257,108 represents a 4.8% increase of \$11,689 from the Amended FY 2004 budget of \$245,419.

Significant changes introduced in the Requested FY 2005 budget include:

- ◆ \$45,213 increase in overtime and accompanying Social Security and Medicare contributions to better reflect average expenditure amounts over previous fiscal years.
- ◆ \$24,294 increase in the overall budget for Fleet Services.

The Division requested \$318,826.

Major items requested not proposed for funding include:

- ◆ \$39,718 reduction in overtime.
- ◆ \$10,000 reduction in Maintenance and Repair Services.
- ◆ \$850 reduction in Supplies and Materials.
- ◆ \$10,000 reduction in Food and Dietary Supplies.
- ◆ \$1,150 reduction in Chemicals and Gases.

The Proposed FY 2005 Public Works Snow and Ice Removal Division budget was adopted with the following change:

- ◆ \$39,718 increase in Salaries reflecting reinstatement of overtime funding.
- ◆ \$19,900 decrease in Fleet Services to reconcile with Fleet Services projections.
- ◆ \$10,000 reinstatement of Food and Dietary Supplies funding.